

## Notice to Continuing Education Sponsors

It is our goal to review your continuing education (CE) sponsorship request application that you submit to us in a timely manner. To help ensure a timely response, please fulfill the following requirements:

Mail, fax or email **ONLY ONE** completed CE sponsorship request application [original plus three (3) copies] and one agenda or program for each proposed CE class or course. Submitting duplicates may cause problems with tracking CE applications and could delay the process. For example, if you submit an application by fax and submit a copy by mail, you have submitted duplicates.

Send your CE application to **Sandy Ratliff**:

Mail: Department of Pesticide Regulation  
Attention: Sandy Ratliff  
Pest Management and Licensing Branch  
P.O. Box 4015  
Sacramento, California 95812-4015

Fax: (916) 445-4033 Attention: Sandy Ratliff

or

Email: [sratliff@cdpr.ca.gov](mailto:sratliff@cdpr.ca.gov)

The law allows us a processing period of **30 calendar days** starting from the date that the CE application arrives at DPR. We process applications in the order that they arrive and will post the completed applications and the date it was received on our web site at [www.cdpr.ca.gov/docs/license/classes.htm](http://www.cdpr.ca.gov/docs/license/classes.htm). After evaluating the CE application, we will indicate on the web site if it has been approved.

Incomplete applications will be returned to you specifying the information that is lacking. Common problems include no agenda or program, no time indicated for each topic, no sponsor address, contact person, telephone number or fax number, and no location, zip code or date of the course. **The processing period of 30 calendar days starts again when we receive the *amended* CE application from you.**

Complete applications will be evaluated and approved if they meet DPR's Continuing Education Criteria as stated in the Continuing Education Sponsorship Request Instruction, Section F. The approved application and the ID Code number assigned to the course will be mailed to you.

## Sponsor Responsibilities

- The sponsor must give the verification of attendance document to the course participants attending their course. The document must contain the license or certificate holder's name; license or certificate number; title and location of the instruction; name of instructor or sponsoring organization, hours credited; and identification number assigned by DPR. License and certificate holders will provide these documents to DPR when renewing their license or certificate.
- The sponsor must keep attendance records of the course participants for three years from the date of attendance.
- The sponsor must provide sign-up sheets or another equitable means of verification for persons attending the course.

## DPR Responsibilities

- DPR has sole authority to approve, review, or reject courses, assign course identification code number, and approve hours for CE courses required for DPR license and certificate holders.
- DPR has sole authority to audit and evaluate CE courses provided by the sponsor.
- DPR has authority to audit CE records of license and certificate holders when they renew. *County Agricultural Commissioners (CAC)* has the authority to audit CE records of private applicator certificate holders when they renew in their county.

## Facts regarding CE Tracking

- DPR does not track CE hours obtained by DPR license and certificate holders.
- Private organizations such as the Continuing Education Center for Pest Management (CECPM) and the California Agricultural Aircraft Association (CAAA) have been approved by DPR to track CE hours for their members.
  - CECPM  
1143 No. Market Blvd., Suite 7  
Sacramento, California 95834  
Tel. 916-928-0985  
Fax 916-928-1615
  - CAAA  
2100 Flight Line Drive, Suite 3  
Lincoln, California 95647  
Tel. 916-654-9747  
Fax 916-924-1554

**Note:** Contact CECPM to obtain scantrons and meeting materials to help facilitate the tracking of the meeting.

If you wish to speak with Sandy Ratliff concerning CE issues or questions, please call (916) 445-3887.